Office of Information Technology Services
Department of Children and Family Services

MA41-0003 USER HP840G1 QUICK REFERENCE GUIDE

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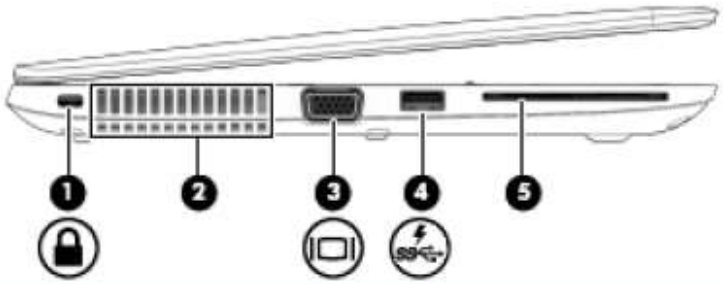
This reference guide is to outline the steps required for connecting and using the HP840G1 laptops. This guide is intended to give an overview and contains primarily references and explanations on the physical operations of the laptop, the location and operation of buttons, and methods of connecting to wired connections. For assistance connecting to wireless networks, please refer to *MA41-0004 Connecting to Networks with a DCFS Laptop* (Posted on Mobility Site under the VPN User Guide button; as *Connecting to Networks with a DCFS Laptop*) For questions or to report any problems you should contact the Help Desk at 1-800-610-2089 for further assistance.

Laptop Layout

Left

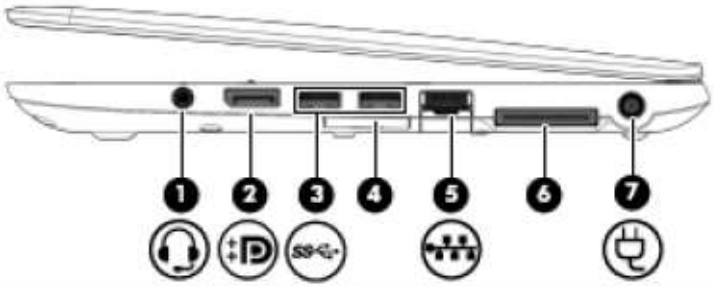


Component			Description
(1)		Security cable slot	Attaches an optional security cable to the computer. **NOTE:** The security cable is designed to act as a deterrent, but it may not prevent the computer from being mishandled or stolen.
(2)		Vents, 2	Enable airflow to cool internal components. **NOTE:** The computer fan starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during routine operation.
(3)		External VGA monitor port	Connects an external VGA monitor or projector.
(4)		USB 3.0 charging port	Connects an optional USB device. The USB charging port can also charge select models of cell phones and MP3 players, even when the computer is off. **NOTE:** A USB charging port (also referred to as a powered USB port) allows you to charge connected USB devices. Standard USB ports will not charge all USB devices or will charge using a low current. Some USB devices require power and require you to use a powered port.
(5)		Smart card reader	Supports optional smart cards.

Front

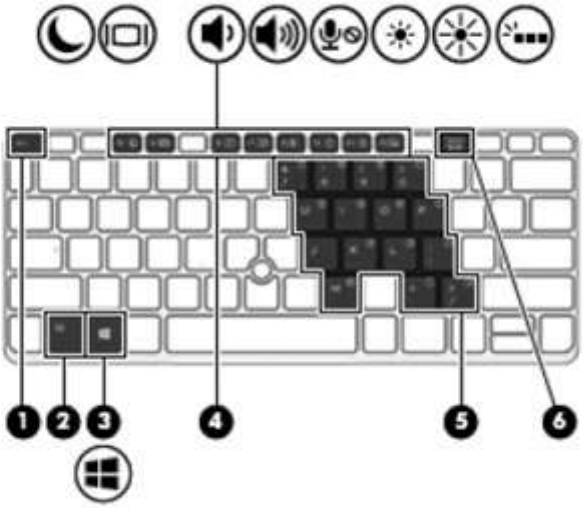
Component			Description
(1)		Wireless light	The wireless connection is on.
(2)		Power light	• On: The computer is on. • Blinking: The computer is in the Sleep state. • Off: The computer is off or in Hibernation.
(3)		AC adapter/Battery light	• Amber: The computer is connected to external power and the battery is charged from 0 to 90 percent. • White: The computer is connected to external power and the battery is charged from 90 to 99 percent. • Blinking amber: A battery that is the only available power source has reached a low battery level. When the battery reaches a critical battery level, the battery light begins blinking rapidly. • Off: The battery is fully charged.
(4)		Hard drive light	• Blinking white: The hard drive is being accessed. • Amber: HP 3D DriveGuard has temporarily parked the hard drive. **NOTE:** For information on HP 3D DriveGuard, see the *HP Notebook Reference Guide*.

Right



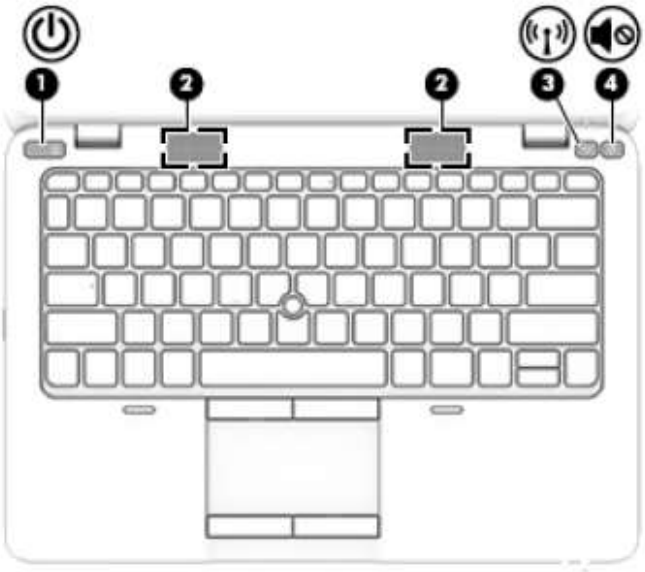
Component			Description
(1)		Audio-out (headphone) jack/Audio-in (microphone) jack	Produces sound when connected to optional powered stereo speakers, headphones, earbuds, a headset, or television audio. Also connects an optional headset microphone. **WARNING!** To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. For additional safety information, see the *Regulatory, Safety, and Environmental Notices*. **NOTE:** When a device is connected to the jack, the computer speakers are disabled. **NOTE:** Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(2)		DisplayPort	Connects an optional digital display device, such as a high-performance monitor or projector.
(3)		USB 3.0 ports (2)	Connect optional USB 3.0 devices and provide enhanced USB power performance.
(4)		Memory card reader	Reads data from and writes data to memory cards such as Secure Digital (SD).
(5)		RJ-45 (network) jack	Connects a network cable.
(6)		Docking port	Connects an optional docking device.
(7)		Power connector	Connects an AC adapter.

Keys



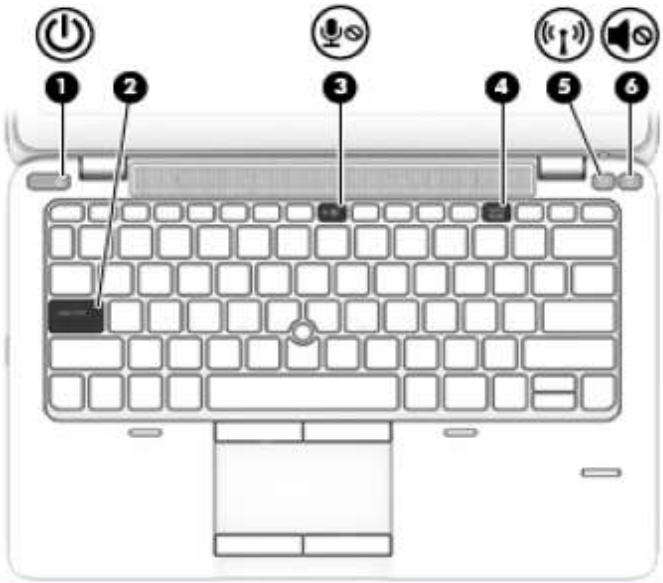
Component			Description
(1)		esc key	Displays system information when pressed in combination with the fn key.
(2)		fn key	Executes frequently used system functions when pressed in combination with a function key, the num lk key, the esc key, or other keys.
(3)		Windows logo key	Displays the Windows Start menu.
(4)		Function keys	Execute frequently used system functions when pressed in combination with the fn key.
(5)		Embedded numeric keypad	When the keypad is turned on, it can be used like an external numeric keypad. Each key on the keypad performs the function indicated by the icon in the upper-right corner of the key.
(6)		num lk key	Turns the embedded numeric keypad on and off when pressed in combination with the fn key. Alternates between the navigational and numeric functions on the integrated numeric keypad.

Buttons



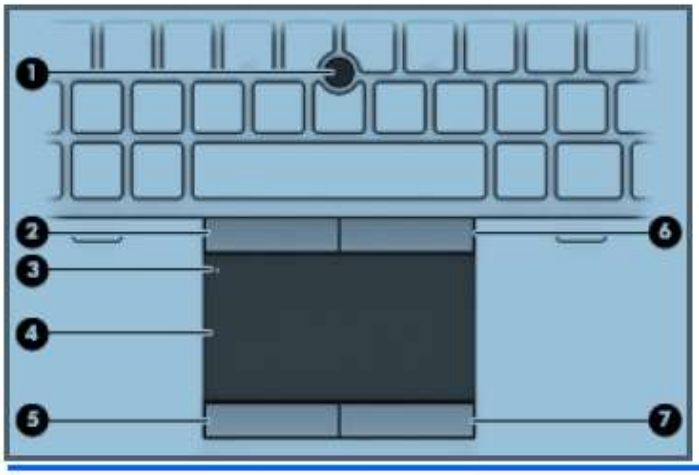
Component			Description
(1)		Power button	• When the computer is off, press the button to turn on the computer. • When the computer is on, press the button briefly to initiate Sleep. • When the computer is in the Sleep state, press the button briefly to exit Sleep. • When the computer is in Hibernation, press the button briefly to exit Hibernation. If the computer has stopped responding and Microsoft® Windows® shutdown procedures are ineffective, press and hold the power button for at least 5 seconds to turn off the computer. To learn more about your power settings: • Select **Start** > **Control Panel** > **System and Security** > **Power Options**. • For more information, see the *HP Notebook Reference Guide*.
(2)		Speakers (2)	Produce sound.
(3)		Wireless button	Turns the wireless feature on or off but does not establish a wireless connection.
(4)		Volume mute button	Mutes and restores speaker sound.

Lights



Component			Description
(1)		Power light	• On: The computer is on. • Blinking: The computer is in the Sleep state. • Off: The computer is off or in Hibernation.
(2)		Caps lock light	On: Caps lock is on.
(3)		Microphone mute light	On: Microphone is muted.
(4)		Num lock light	On: Num lock is on.
(5)		Wireless light	• White: An integrated wireless device, such as a wireless local area network (WLAN) device, is on. • Amber: All wireless devices are off.
(6)		Mute light	• Amber: Computer sound is off. • Off: Computer sound is on.

TouchPad



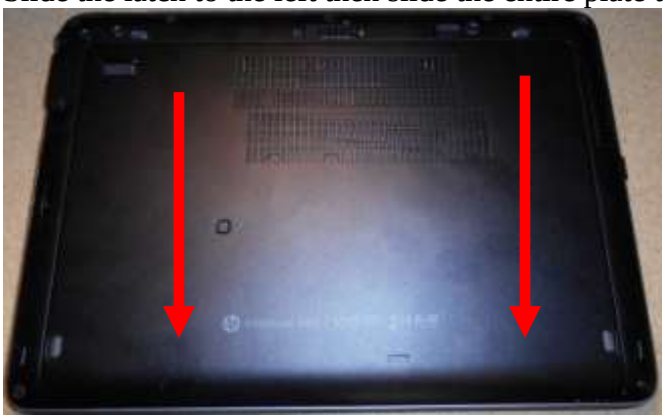
Component		Description
(1)	Pointing stick	Moves the pointer and selects or activates items on the screen.
(2)	Left pointing stick button	Functions like the left button on an external mouse.
(3)	TouchPad on/off button	Turns the TouchPad on and off.
(4)	TouchPad zone	Moves the pointer and selects or activates items on the screen.
(5)	Left TouchPad button	Functions like the left button on an external mouse.
(6)	Right pointing stick button	Functions like the right button on an external mouse.
(7)	Right TouchPad button	Functions like the right button on an external mouse.

Installing or Removing the Battery.

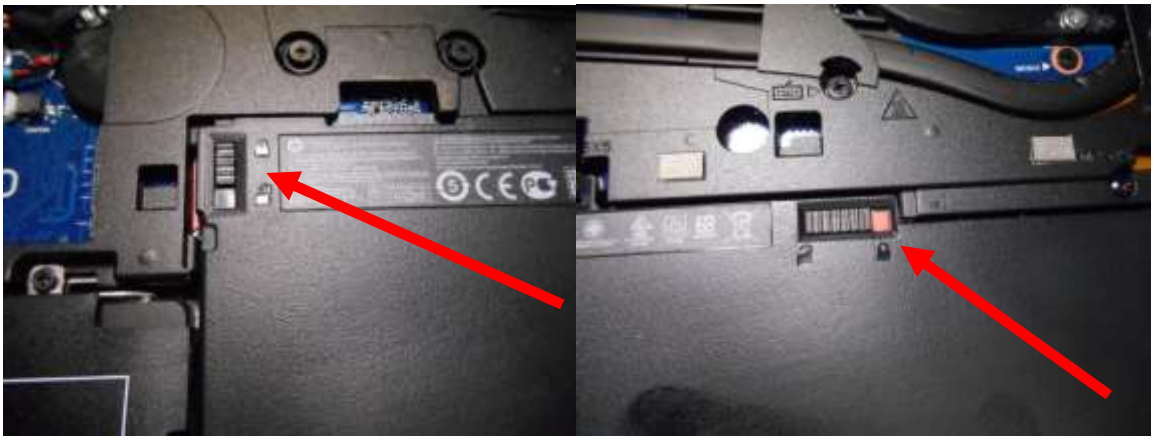
The battery is contained under a removable cover on the bottom of the laptop. You should not open this cover unless directed to do so by the OITS helpdesk.

The latch is located toward the back edge of the laptop

Slide the latch to the left then slide the entire plate toward you to remove it.

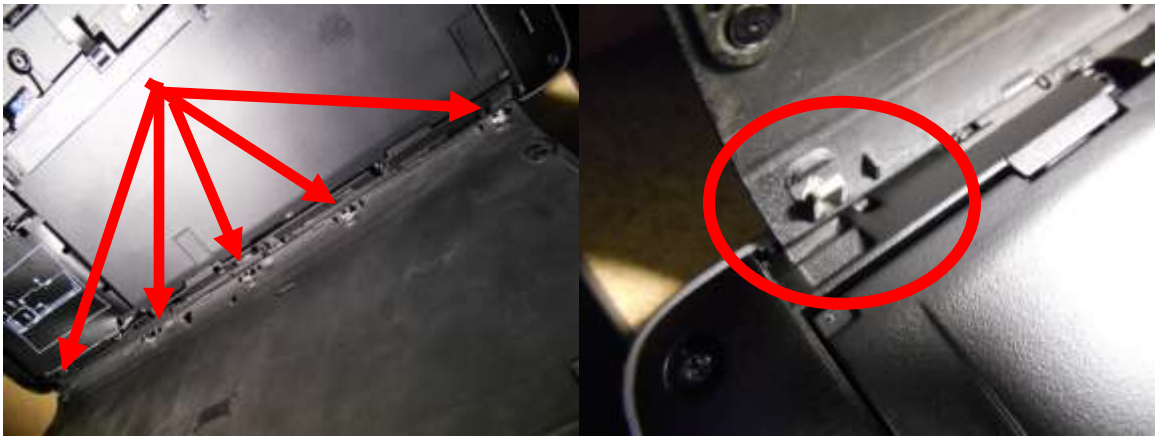


Once the back cover is removed, the battery is exposed. There are 2 latches holding the battery in place. Slide them toward the unlock position and then lift the battery using the small black tab attached to the top edge of the battery.



CAUTION! Take special care not to touch any of the other exposed circuitry or parts. You can easily render your laptop inoperable and lose data if any other parts are disturbed.

Reassembly is the reverse. Install the battery and slide both lock buttons so they are in the locked position (no red showing). Then seat the tabs in the front edge of the battery plate in the appropriate slots on the chassis of the laptop then tip the cover down. The top edge should be about ¼" from seated.

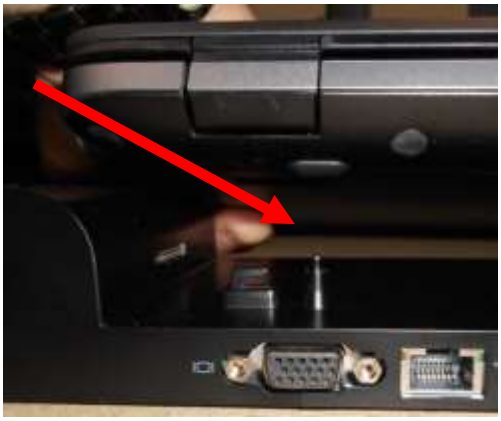


Simply slide the cover up, into place until you hear the snap of the latch.

Then move the release to the right until no red is showing to lock it.

Using the Docking Station

First you will need to place the laptop on the docking station, making sure the connections line up. There are 2 round pins on the docking station that correspond with 2 ports on the bottom of the laptop.



B. Once in place, it should look like the following picture.

You should then be able to close the latch and power up the laptop.

The latch should push left with very little force and you should feel a positive click when it latches. If there is any resistance, stop, and insure the laptop is properly centered on the pins. The small arrow should light up when the latch is closed. You can then depress the power button, located directly above the latch.

To un-dock, the opposite procedure should be used, the latch should be moved completely to the open position and the light should go out prior to attempting to lift the laptop. Be aware that when you un-dock, you will be breaking your connection to SACWIS, Email, and any network documents. If your site incorporates wireless, you can reconnect to these via AnyConnect, however you should always save your work prior to any dock/un-dock to avoid data loss.

Next, the laptop should power on and you should be able to log in. If the laptop does not power on you may want to check the battery and make sure that the power cable is plugged in to the illuminated port on the docking station as shown here.

The peripheral devices such as mouse, keyboard, and monitor should be connected to your docking station when it is originally setup. In the case that you need to reseat or reconnect you can plug the monitor cable into the Display port. The mouse and the keyboard will plug into any of the USB Ports. In this picture, the ports, in order from left to right are Network (blue cable), Display port, Display port, USB port, USB port, USB port, USB port, POWER connection, Microphone in, Speaker out.

If you have a DCFS issued microphone or speakers, you can connect them as shown here. In the picture, the pink cable is the microphone and the green cable is the speaker, but the colors may vary. If you have a Dragon headset that attaches this way, and wish to use it off the dock, you will need to contact the OITS helpdesk for a (USB) replacement headset.

Using the laptop without the Docking Station

When you are not connected to a DCFS docking station, you can still connect to any live network port in any DCFS office by plugging your Ethernet cord directly between the wall and your laptop's Ethernet port.

Note, the port is spring-loaded, so you will need to CAREFULLY insert the Ethernet cord into the port, tab down.

You may also wish to connect the power cord. It plugs in directly adjacent to the dock connector on the right side of the laptop

If you need to connect other peripherals to your laptop, such as an external mouse, an external DVD, a Projector, or a set of speakers, there is a Speaker output, a Display port output, and 2 USB ports next to the Ethernet connection on the right side of the laptop.

For Projectors with the Blue VGA cable, the connection is on the left side of the laptop.

You will use Fn-F4 to bring up the projector menu where you will have the options of PC screen only, Duplicate, Extend, or Second Screen only.

Note: You will NOT be able to screw the barrel connectors in for a tighter fit as there are no sockets. This connection is friction-only and thus should not be used when the cable is tight or stretched. If you are not close enough to the projector to allow for a slack cable, you will need to reposition either the laptop or the projector.

The SD card slot is directly below the Display port on the right hand side of the laptop. There is a small plastic cover that inserts into the slot to protect the slot and this cover should be retained. To insert an SD card, first remove the cover, then SD cards are inserted Label up, cut corner in. They are inserted until the edge of the card is flush with the edge of the laptop and the card stops. There is no catch or spring, so removal simply requires carefully pulling the card back out.

Connection Types

Wired – A network cable plugged in to the network port on your laptop or docking station. Wired connections are typically the most robust, reliable, and secure types of connectivity. This is a direct connection between your laptop and the network infrastructure.

Wireless - Also referred to as Wi-Fi.
Wi-Fi adds convenience to a traditional wired network.
If you have Wi-Fi at home, you can connect your DCFS laptop to it.
You're encouraged to use secured and encrypted Wi-Fi connections to protect the data that's being transferred.
Wi-Fi networks that do not use encryption make it easier for someone compromise the security of your laptop and the data being transferred.

Mobile Broadband – Also referred to as an Aircard connection, uses a cellular data network to provide an Internet connection. *Not all DCFS laptops have Mobile Broadband capability.*
DCFS Laptops with Mobile Broadband capability use the Verizon Wireless Mobile Broadband Network at up to 4G LTE speeds.
The connection in AnyConnect shows up as "Verizon Wireless"
Mobile Broadband should only be used when a wired or Wi-Fi connection is not possible.
Network performance will typically be slower on a Mobile Broadband connection and is dependent on the quality of the signal. A number of factors can impact the performance and quality of a Mobile Broadband connection, including distance from cell towers, number of other people competing for bandwidth, and the environment around you.

VPN – Virtual Private Network
Provides secure remote access to the DCFS network through an Internet connection.

Some applications will not be available when you're disconnected from the DCFS network. Email (MS Outlook), SACWIS, and mainframe sessions are examples of applications that require a VPN connection to be active when you're working remotely.
The quality and speed of your Internet connection will determine how well the VPN connection performs.
The VPN is not needed when connected wired or wirelessly to an internal DCFS network.

Logging in

Exclusive of your connection type, or if you are not connected, logging in to the laptop will always begin the same way, power on the laptop, and wait until you see the DCFS start screen.

You will then press [CTRL]-[ALT]-[DEL] and this screen will appear:
You will then type your username and password to log in.

If you are on a Dock, or connected directly to Ethernet in a DCFS office, you do not need to do anything more. If you are connecting to the DCFS network from anything other than a Docking station or a wired Ethernet connection at a DCFS site, that is covered under the document: *MA41-0004 Connecting to Networks with a DCFS Laptop* (Posted on Mobility Site under the VPN User Guide button; as *Connecting to Networks with a DCFS Laptop*)